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DDA REGISTRY

FILE: Personnel

20 FEB 1981

MEMORANDUM FOR: Director of Personnel Policy, Planning, and Management

VIA: Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Trial Period for [REDACTED]

25X1

1. This memorandum requests your approval to grant seven months' credit toward the three-year probationary period for [REDACTED]

2. [REDACTED] entered on duty on 12 December 1979 as a WG-03 full-time contract employee with the Office of Technical Service at the [REDACTED]. On 13 July 1980 she was reassigned to the Logistics Services Division, Office of Logistics, as a courier, GS-04. [REDACTED]

3. A request has been submitted for her conversion to staff employment. In view of her continued faithful service and the fact that her duties for the past seven months relate to her current assignment, it is recommended that you grant her credit toward the three-year probationary period. [REDACTED]

/s/ James H. McDonald

James H. McDonald

CONCUR:

/s/ William N. Hart

Deputy Director for Administration

25 FEB 1981

Date

APPROVED:

/s/ [REDACTED]
Director of Personnel Policy, Planning, and Management

9 MAR 1981
Date

25X1

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